Uploading PDF Orders for Signature

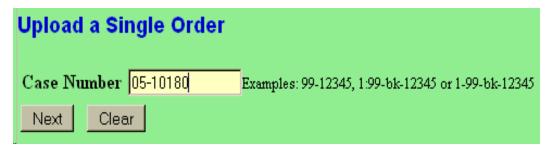
(Trustee)

Important: <u>Do not submit ex parte orders using this method</u>. Please continue to submit all ex parte orders to the Court conventionally (along with any application or motion underlying an ex parte order).

- 1) Log in to the NDNY Electronic Document Filing System;
- Orders are uploaded to the Court via: Bankruptcy<>Order Upload<>Upload Single;

NOTE: Orders should only be submitted subsequent to the return date.

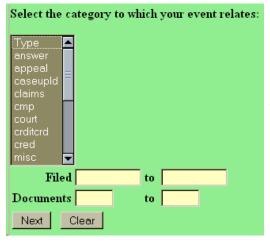
3) Enter the case number and click "Next".



4) At the "related document screen", enter the related document number (and proceed to step 7). If you don't know the document number, click "Next".

05-10180-1-rel Anita Bambulince	
Related Document Number	Enter the document number of the related matter for which the order is being submitted.
Note: If you don't know the related document number, click on Next to continue.	
Next Clear	

5) At the "category screen", select the **category** to which your order relates.



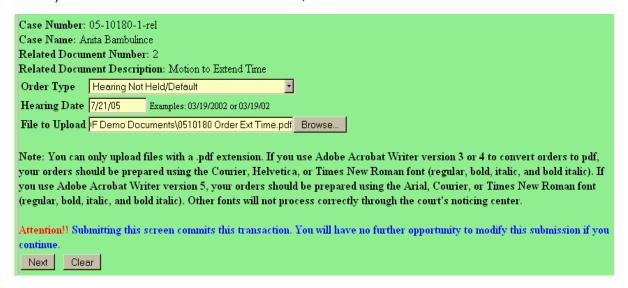
For example, if your order is upon a motion, select 'motion' as your category; if your order pertains to a plan, select 'plan' as your category; if your order amends a prior order, select 'order', etc. (Alternatively, you may select multiple categories by holding down the Ctrl button or select *all* categories by dragging with your mouse, as pictured.)

Click "Next".

On the screen that follows, select the **specific item** to which your order relates and click "Next".



- 7) a) The next screen asks first for the "Order Type". Select either: "Hearing Held" or "Hearing Not Held/Default" whichever is appropriate.
 - b) Enter the "Hearing Date" if applicable.
 - c) Browse for the order PDF file;



Be very careful to select the correct PDF as you will have no opportunity to modify your selection once this screen is submitted.

Click "Next".

8) When you receive the acknowledgment below, your order has been uploaded. (To submit another order, click "Do it again" and proceed from step 3.)

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The new pdf file 223 .pdf was uploaded and routed to CRD-Inbox folder successfully

Order Type: Hearing Not Held/Default
Case Number: 05-10180-1-rel
Case Name: Anita Bambulince
Related Document Number: 2
Related Document Description: Motion to Extend Time
Hearing Date: 7/21/2005

Do it again
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